



Incident Qualification and Certification

Individual Employee Update

(Note: this form is to be used only for updating employee records that are already established in the IQCS)

Header Information			
First Name			
Last Name		Employment Kind <small>(Career, Career Seasonal, Casual Hire, Temporary, Volunteer)</small>	
Middle Initial		Fitness Rating <small>(Arduous, Moderate, Light, None)</small>	
Employee Number <small>(IQCS #)</small>		Fitness Date <small>(MM/DD/YYYY)</small>	
Org Code		Group <small>(IMT Member and Team name)</small>	
Unit ID		IRDP Incident Responder Development Plan <small>(Y/N)</small>	
OPM Job Code <small>(this can be found on the SF 50)</small>		Salary plan/Grade <small>(GS, WG, WL, WS, AD, ES, EM)</small>	

Incident Qualification Card <i>(only the jobs you want on your incident qualifications card)</i>			
Qualified Jobs		Trainee Jobs	
Job Code	Job Code	Job Code	Job Code

JOB CODE = Four digit code for the job performed (ex.: **FFT2** = Firefighter Type 2)

Training administered within IQCS will automatically be applied to the individual's record when the course session is completed

Employee Training Entry (Documentation Required)			
Course Code	Date Completed (MM/DD/YYYY)	Course Code	Date Completed (MM/DD/YYYY)
EXAMPLE: S190	02/21/04		

EMPLOYEE SIGNATURE		DATE	
SUPERVISOR		DATE	

[illegible]

ICS Management Types	Complexity Levels	Fuel Type/ Model # (select primary carrier code 1-4)	Fire Sizes (in acres)
TYPE A - national area command team assigned TYPE 1 - national type 1 team assigned TYPE 2 - regional type 2 team assigned TYPE 3 - extended attack with multiple resources TYPE 4 - initial attack TYPE 5 - initial attack with very few resources	TYPE 1 TYPE 2 TYPE 3 (For Prescribed Fires)	1 – grass/1-3 2 – shrub/4-7 3 – timber/8-10 4 – slash/11-13	A .1 - .25 B .26 - 9.9 C 10 - 99.9 D 100 - 299.9 E 300 - 999.9 F 1,000 - 4,999.9 G 5,000 +

Instructor Experience Entry			
Course Code	Course Start Date (MM/DD/YY)	Instructor Level L=lead U=unit	IQCS Session # (If Applicable) / Course Location (Training Facility Name)/Course Coordinator (if known)
EXAMPLE: S390	04/01/04	U	0224/WFTC/JOECOORD